

ANDOVER PLANNING BOARD

APPLICATION FOR SITE PLAN REVIEW (Section 9.5. Of The Andover Zoning Bylaw)

APPLICATION PROCEDURE: SUBMIT TWELVE COPIES
OF ALL APPLICATION MATERIALS TO THE ANDOVER
PLANNING BOARD

APPLICATION MUST BE COMPLETE
(Please print or type)

Applicability: Except as provided as in Section 10.0 for major non-residential projects and for new multifamily construction under Section 7.3, no building permit shall be issued for new construction or enlargement of a building in which commercial, industrial, institutional and/or multifamily use or uses are located unless and until a site plan review certificate of approval has been issued in conformance with this section. Said approval shall be required for the following projects:

1. Where the gross floor area of an existing building is increased up to two thousand square feet.
2. Where the gross floor area of a proposed building or of all buildings proposed totals ten thousand square feet or less.

A project, which results in less, then three hundred square feet of new gross floor area shall not be subject to the provisions of this section.

1. Applicant(s) Name: _____
Mailing Address: _____ Telephone: _____
2. Record Owner(s) Name: _____
Mailing Address: _____ Telephone: _____
3. Interest in Property: _____ Owner: _____ Lessee: _____ Other: _____
(describe): _____
4. PARCEL INFORMATION:
 - a. Tax Map: _____ Lot No.: _____
 - b. Project Location (address): _____
 - c. Lot Size)acres/square feet): _____

d. Zoning District: _____

5. PROJECT SUMMARY:

a. Project Name: _____

b. Engineer: _____

Address: _____ Telephone: _____

c. Architect: _____

Address: _____ Telephone: _____

d. Building Footprint: _____

Total Gross Floor Area: _____

e. Proposed use(s): _____

f. Parking Calculations: (refer to Section 5.1.4. "Table of Off-Street Parking Requirements" in Andover Zoning By-Law)

<u>Use</u>	<u>Parking Requirement</u>	<u>Building Sq. Ft.</u>	<u># spaces required</u>	<u># spaces proposed</u>
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Example:

<i>Office</i>	<i>1 space/300 sq.ft. gross floor area</i>	<i>1500</i>	<i>5</i>	<i>5</i>
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g. If Requesting a reduction in the number of parking spaces required, estimated number of spaces to be waived: _____

h. Earth movement calculations (to be moved and removed during site development): _____

6. CONTENTS OF APPLICATION: The applicant shall submit the following documentation as application materials for Site Plan Review Certificate of Approval and for a Site Plan Special Permit:

a. A site plan, prepared by a registered professional architect, registered civil engineer or a professional landscape architect, drawn at a scale of one inch equals forty (40) feet, containing the following information:

_____ 1. Date

_____ 2. North arrow

- _____ 3. Name and address of owner
 - _____ 4. Name and address of designer
 - _____ 5. Locus plan
 - _____ 6. Lot lines and setbacks
 - _____ 7. Adjacent streets and ways
 - _____ 8. Owner and use of abutting parcels
 - _____ 9. Zoning district boundaries
 - _____ 10. Wetlands and wetland buffers, as shown on maps entitled "Wetlands Areas of Andover, MA" available from the Andover Conservation Commission
 - _____ 11. All existing and proposed topography at two-foot intervals
 - _____ 12. All test boring sites, keyed to accompanying documentation of results
 - _____ 13. All existing and proposed buildings, structures, parking and loading areas (with dimensional notations), driveways, walkways, signs, fences, and refuse collection areas
 - _____ 14. All existing structures and/or pavement to be removed or demolished
 - _____ 15. All utilities, including waterline locations, sewer line locations and profiles, and storm drainage systems
 - _____ 16. All areas designated as easements, conservation restriction area, or Open Space
- b. A separate plan drawn at the same scale, showing landscaping and lighting details

7. PROCEDURE:

- a. Twelve (12) copies of the application materials shall be submitted to the Town planning staff
- b. An interdepartmental review of the application materials shall be conducted by staff of the Departments of Community Development and Planning, Public Works, Police and Fire. Comments of the staff shall be submitted in writing to the Planning Board.
- c. Following receipt of staff comments, the Planning Board shall conduct a Site Plan Review during a regularly scheduled meeting. The Planning Board may approve the site plan only if it determines that the proposed development meets the intent and provisions of the Zoning Bylaw and will not result in detriment to the Town or the neighborhood in which it is located. In approving or disapproving the site plan, the Planning Board shall, as a minimum, consider staff comments and the following:
 - 1. The proposed placement of buildings;
 - 2. Major topographical changes;

3. Surface and ground water drainage and erosion controls;
 4. Protection against flooding and inundation;
 5. Prevention of water and pollution and environmental damage;
 6. Provision for adequate utility services;
 7. Provisions of off-street parking and loading;
 8. Location of intersections of driveways and streets;
 9. The effect of additional traffic created by the development on intersections and streets likely to be affected by the proposed development.
- d. The Planning Board shall vote to either approve or deny the Site Plan or notify the applicant of deficiencies to be addressed in a follow-up site plan review prior to rendering a decision. A written approval of the Site Plan by the Planning Board shall be sent to the applicant and Inspector of Buildings, shall constitute a Site Plan Review Certificate of Approval and may include conditions to be enforced by the Inspector of Buildings.
- e. Once approved, a site plan may be modified only upon written approval of the Planning Board.

I UNDERSTAND AND AGREE TO COMPLY WITH THE REQUIREMENTS OF SECTION 9.5. (SITE PLAN REVIEW) OF THE ANDOVER ZONING BYLAW.

Signature of Record Owner

Signature of Applicant

Print Name

Print Name

Date

Date

FOR OFFICE USE ONLY:

Application Date:_____

Date of Planning Board Review:_____

IDR Date:_____

Date of Final Decision:_____

(revised 6-01)